

Integration Management Council Meeting (IMC) –
06/15/05



Tom Gallagher
Chief Financial Officer



Meeting Name:	Integration Management Council
Date:	Wednesday, June 15, 2005
Time:	10:00 am – 11:30 am
Location:	Shared Resource Center, Room 124, 2585 Shumard Oak Boulevard, Tallahassee, Florida
Requestor:	Scott Ward & Donna Vollertsen

Attendees

Name	Company/Agency
Herb Fillyaw	Aspire/State Project Director
Donna Vollertsen	Aspire/Deputy State Project Director
Angela Boyer	Agency for Workforce Innovation
Elisa Durfee	Aspire/Organizational Change Management Group/Communications
Matt Kirkland	Department of Health
Chris Kinsley	Department of Education
Charles Ghini	Aspire/Technical Group
Christina Smith	Aspire/Organizational Change Management Group
Michele Tallent	Department of Agriculture and Consumer Services
Scott Ward	Department of Financial Services
Gary Van Dam	Department of Transportation

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Name	Company/Agency
Thomas Lemacks	Department of Corrections
Mike Kyvik	Aspire/Organizational Change Management
Jim Oakley	Department of Transportation
Kim Hansen	Department of Transportation
Ethel Ball	Department of Agriculture and Consumer Services
Kathy McAvoy	Department of Children and Families
Gary Hill	Department of Community Affairs
Chris Noel	Department of Financial Services
Keith (Kit) Goodner	Department of Health
Patrick Sampey	Fish & Wildlife Conservation
Matt Kirkland	Department of Health
Robin Kinney	Department of Health Care Administration
Sherry Allen	Department of Highway Safety and Motor Vehicles
Jackie Suttle	Department of Juvenile Justice
Joseph Franklin	Department of Juvenile Justice
Clarence Myers	Department of Lottery
Anton Hurst	Department of Revenue

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Name	Company/Agency
Sandy Moore	State Technology Office
Vicki Bradford	Department of Transportation
James Lieupo	Department of Veterans' Affairs
Angie Boyer	Agency for Workforce Innovation
Conference Call	Department of Corrections
Conference Call	State Courts
Conference Call	State Attorney's Office
Conference Call	Legislative Services
Jon Winter	Department of Education
Demarco Speight	Aspire/Project Management Office

Work Products Reviewed:

- *Integration Management Council Presentation June 15, 2005 (Aspire Remediation at DOT)*



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➤ *Additional Hand-outs*



P:\Organizational
Change Management 06-15-05 Draft of Charter & Scope



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Change Management IMC Nominee Listing

Agenda:

- Introductions – *Donna Vollertsen*
- New Business: Draft IMC Charter and Scope – *Scott Ward*
- Department of Transportation’s Approach to Remediation:
 - *Jim Oakley*
 - *Kim Hansen*
 - *Gary Van Dam*
- Schedule July IMC Meeting – *Scott Ward*

DECISIONS:

- **Decisions Made:** N/A
- **Decisions Pending:** N/A

ISSUES

- N/A

REQUIREMENTS

- N/A



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DISCUSSION

- Donna Vollertsen began the meeting by giving the introductions. She introduced Herb Fillyaw- State Project Director, Charles Ghini – State Lead for Technical Work Group for Aspire, Mike Kyvik – State Lead for Organizational Change Management for Aspire, Elisa Durfee – Communications for Aspire, Christina Smith – Implementation/Agency Advocate Lead for Aspire, and Demarco Speight – Project Management Office for Aspire.
- Herb and Donna thanked everyone for their participation in the meeting and their assistance/input thus far.
- The focus of the Integration Management Council meetings is to bring agency’s questions/concerns to the forefront and work towards finding a resolution.
- Scott Ward briefly discussed the Draft IMC Charter and Scope and asked the council to review it and bring back comments/suggestions at the next IMC meeting. Scott Ward asked that IMC members be respectful of the workloads already placed on Project Aspire agency advocates. Advocates have voiced concern that the IMC might cause additional burdens on them. Scott Ward also mentioned that the IMC has not been created to duplicate or take the place of normal Organizational Change Management procedures already in place at Project Aspire.
- The Department of Transportation had a thorough remediation plan and it was decided that it should be shared to give other agencies ideas on how to move forward with their remediation efforts.
- Jim Oakley, Department of Transportation, began the presentation of the Aspire Remediation at DOT. He gave a brief overview of the presentation and stated that DOT is taking a bottom-up approach to their remediation efforts. He then turned the remainder of the presentation over to Kim Hansen, Department of Transportation – Implementation Software Team Lead.
- Kim discussed pages 5-19, dealing with Planning and Organization and entertained questions as the end.
- A council member asked what date was DOT scheduled to go-live on Aspire. The response was that at this time only DFS has a scheduled go-live date and other agencies would be scheduled as a part of the re-planning effort that is currently in process.
- Matt Kirkland, Department of Health, asked what phase was DOT currently in based on there Information Systems Development Methodology Maintenance Release



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project phase diagram on page eight of the presentation. Kim replied that they were in Phase III – User Requirements. She further explained that they will begin phase four and five when they have gathered the necessary information.

- When DOT was deciding how to manage the transition to Aspire, they had one of two choices; they could classify it as a maintenance or new development. They decided to classify it as maintenance, page 7 of the presentation. A council member wanted to know how DOT arrived at this decision. Kim replied that because there were not many new developments but rather a transition from one system to another (FLAIR to Aspire) they decided to classify it as maintenance.
- Kim continued the presentation to the end and entertained questions at the conclusion of the presentation.
- Angie Boyer, Agency Workforce Innovation, asked how DOT communicates with developers on new impacts discovered during the remediation effort. Gary Van Dam, Department of Transportation, explained that DOT has a high level subject matter group that coordinates this effort and informs the developers of new impacts.
- Matt Kirkland, Department of Health, asked if new BPDs or ADMLs have an impact on flat files. Christina Smith replied that they are midway through the review of the BPDs and they will know whether there are any impacts in a couple of weeks.
- Matt Kirkland, Department of Health, asked if agencies' remediation could be added as part of the dashboards to monitor the progress of this effort. See action item listed below.
- Next meeting will be tentatively scheduled for the second week in July, time, place, and date to be determined. Scott Ward stated that the meetings will remain as formal as possible and *Robert's Rules of Order* will be instituted where necessary, to ensure that the meetings stay on schedule.
- Scott Ward adjourned the meeting.

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ACTION ITEMS:

Action	Responsible	Priority	Due Date
Begin exploration on the best approach to monitor agencies' remediation efforts.	Scott Ward/Donna Vollertsen	Medium	TBD

Document Version Control

Version Number	Release Date	Version Number Description	Description of Changes
1	06-15-05	DRAFT	Demarco J. Speight
2	06-17-05	FINAL	Edit by Scott Ward and Donna Vollertsen